



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2178

Open: July 23, 2015
Closed: Until Filled

JOB POSTING
Code Compliance Technician
Full Time
Monthly Salary: \$2,810

JOB SUMMARY:

Provides administrative support to the Code Compliance Division. Assists the public and internal customers with information regarding codes and ordinances. Prepares correspondences, reports and other documents. Maintains organized files and records. Performs a variety of other administrative functions.

MINIMUM QUALIFICATIONS:

- Must possess a High School Diploma or GED
- Must possess a valid Texas Drivers License
- Must be 18 years of age
- Must possess keyboarding skills of 45 wpm
- Must be able to lift and/or move up to 25 pounds

SKILLS AND EXPERIENCE:

- Ability to assist customers by providing Code Compliance information or by directing them to the appropriate personnel
- Experience maintaining accurate/up-to-date records and files
- Experience researching and filing appropriate paperwork relating to property liens as a result of Code Compliance actions desired
- Ability to receive and relay communications to Code Compliance Officers via radio and/or telephone
- Experience with data entry relating to Code Compliance field activities desired
- Basic knowledge of computer software, such as Microsoft Word, Microsoft Excel, Windows, etc.

TO APPLY:

Applications are available at the Law Enforcement Center, 2121 L. Don Dodson, Bedford, TX, 76021 or at City Hall, 2000 Forest Ridge, Bedford, TX, 76021.

Application addendum also needs to be completed and turned in with application.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer